Procedure for Verification of Students

Sardar Patel College of Engineering

A Government Aided Autonomous Institute

Munshi Nagar, Andheri (West), Mumbai 400 058

Notification

Controller of Examinations

Procedure for Verification of Documents

1. Any bonafide student of Sardar Patel College of Engineering can apply for verification of University documents like Degree Certificate, Certificate of passing, Statement of Grades or CPI conversion certificate to the examination section in the prescribed application available with the Controller of Examinations.
2. He/she should submit the application in person at the Controller of Examinations.
3. If he/she cannot come in person; he/she shall send it through authorized person along with letter authorizing him/her to receive the documents on his/her behalf.
4. The applicant should state the reason and submit documents for verification.

Documents Required for Verification

1. The students should bring the original Degree Certificate / Provisional Certificate, Consolidated Statement of Grade sheets / Mark Sheets (All Semesters), Passport size photo and a proof of identity of the candidate along with one set of legible photo copies (both front and back side) of the said certificates in a full-scale envelope.
2. Fees for Verification of each document are as follows:

Sr. No.	Period	Fees
1	Within past 3 years	Rs. 1000 /-
2	Within 4 to 10 years	Rs. 1500 /-
3	Within 10 to 20 years	Rs. 2000 /-
4	Prior to 20 years	Rs. 2500 /-

Note:
- For urgent verification within 3 working days, additional fees of Rs. 2000/- per document will be charged.
- If documents are not collected in person then candidate will pay for mode of delivery.
- Fees can be paid in **Cash** or in the form of **Demand Draft** of Nationalized Bank payable at Mumbai in the name of **Controller of Examinations, SPCE Exam Fund**.

Controller of Examinations